

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER EXECUTIVE/
FINANCE COMMITTEE MEETING**

April 16, 2015

PRESENT: Beth Relich, Barbara Robinson, Marvin Rucker.

EXCUSED: Pat Hickey.

ALSO PRESENT: Devon Christianson, Christel Giesen, Debra Bowers, Guadalupe Mercado, Ken Wirtz, Mary Jo VandenWymelengerg

The meeting was called to order by Chairperson Rucker at 5:05 p.m.

PLEDGE OF ALLEGIANCE.

ADOPTION OF THE AGENDA: Ms. Relich/ Ms. Robinson moved to adopt the agenda.
MOTION CARRIED.

APPROVAL OF THE MINUTES OF MEETING OF JUNE 26, 2014:

Mr. Rucker noted that on the first page, second paragraph of the minutes the word "able" should be removed.

Mr. Robinson/ Ms. Relich moved to approve the minutes of the regular meeting of June 26, 2014. **MOTION CARRIED.**

INVESTMENT POLICY DISCUSSION:

In the last Board meeting on March 26, 2015, the Board recommended that the ADRC move forward with creating an investment policy. Mr. Wirtz is a Financial Advisor for MetLife who agreed to advise the ADRC on investing. Ms. Christianson began by reviewing the different funding streams and overall budget.

Discussion came up about the possibility of other entities looking at the Investment Policy and thinking it is extra income for the ADRC opposed to an emergency fund. Different ideas came from the committee about how to invest those funds including an endowment, short term investing, and long term investing.

Mr. Wirtz recommended that the ADRC prepare a report with three to six months of expenses and the remaining funds that are available for emergencies. The goal is to maintain three to six months' worth of funds and anything exceeding that should be invested. Mr. Wirtz suggested bringing this report to the county when the budget is presented and see what kind of response the ADRC receives and decide from there. Mr. Wirtz also suggested changing "Investment Policy" to "Cash Reserve" and arrange another meeting when we have more pieces together.

Ms. Christianson will send a draft of the Investment Policy to committee members before the next meeting and will meet with the county treasurer for advice.

REQUEST FOR LIMITED TERM STAFF SUPPORT:

The ADRC recently lost its fourth staff person to a Managed Care Organization. This is very unusual for the ADRC but the MCO's are looking for skilled staff that the ADRC has. Ms.

Christianson reviewed the 2015 ADRC Position Request to explain the three positions requested:

- Hire Jake Thompson, ADRC's Social Work Intern, from now until September to assist with Family Care Enrollment.
- Hire a part-time Scanning Support Staff to assist with scanning enrollment forms and financial documents.
- Extend Anita Jahnke's hours from part-time to full-time until the end of this year. This will be funded with a MIPPA grant.

Ms. Relich/ Ms. Robinson moved to approve the request for limited term staff as stated.

MOTION CARRIED

ADJOURN: Ms. Relich/ Ms. Robinson moved to adjourn the meeting. **MOTION CARRIED.** The meeting adjourned at 6:34 p.m.

Respectfully submitted,

Guadalupe Mercado, Office Assistant